



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

July 16, 2012

ANDREW A. STEVENS, TREASURER  
ARIZONA REPUBLICAN PARTY  
3501 NORTH 24TH STREET  
PHOENIX, AZ 85016

**Response Due Date**  
**08/20/2012**

IDENTIFICATION NUMBER: C00008227

REFERENCE: MARCH MONTHLY REPORT (02/01/2012 - 02/29/2012)

Dear Treasurer:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **Failure to adequately respond by the response date noted above could result in an audit or enforcement action.** Additional information is needed for the following 2 item(s):

1. Schedule A supporting Line 11(a)(i) of your report discloses a negative entry for contributions originally received by your committee. Please be advised that if your committee wrote a refund check from your account, this disbursement should be disclosed on Schedule B supporting Line 28 of the Detailed Summary Page. Line 11(a)(i) should only be used if your committee received individual contributions. Further, negative entries on Schedule A should only be used to disclose voided checks that were not cashed or cleared by a bank. This method of reporting would clarify for the public record the total amount of receipts/disbursements and more accurately disclose the cash-on-hand amount. Please amend your report(s) to properly disclose this activity or provide clarifying information.
2. Your committee has previously indicated that it has been using "best efforts" to obtain the full name, mailing address, occupation and name of employer for each contributor; however, this report discloses a significant increase in the number of entries that lack this information. Please amend your report to provide the omitted information or provide an explanation of your efforts in this regard. (11 CFR §§104.3(a)(4)(i) and 104.7)

**Please note, you will not receive an additional notice from the Commission on this matter.** Adequate responses must be received by the Commission on or before the due date noted above to be taken into consideration in determining whether audit action will be initiated. Failure to comply with the provisions of the Act may also result in an

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enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action. **Requests for extensions of time in which to respond will not be considered.**

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you should have any questions regarding this matter or wish to verify the adequacy of your response, please contact me on our toll-free number (800) 424-9530 (at the prompt press 5 to reach the Reports Analysis Division) or my local number (202) 694-1152.

Sincerely,

A handwritten signature in black ink that reads "Rosa Lewis". The signature is written in a cursive, slightly slanted style.

Rosa Lewis  
Senior Campaign Finance Analyst  
Reports Analysis Division